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DEPARTMENT OF AUDITOR-CONTROLLER**

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October 2, 2007

TO: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley *[Signature]*
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – MCKINLEY
CHILDREN'S CENTER - MAIN CAMPUS GROUP HOME**

We have completed a review of Main Campus Group Home (Group Home or Agency) operated by McKinley Children's Center. The Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Main Campus Group Home is a 57-bed facility, which provides care for boys ages 6-17 years who exhibit behavioral, social and emotional difficulties. At the time of the monitoring visit, Main Campus Group Home was providing services for 51 DCFS children, one Probation child, two San Bernardino children, one Santa Barbara County child and two privately placed children.

McKinley Main Campus Group Home is located in the Fifth District.

Scope of Review

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection and interviews with children placed in the Group Home at the time of the review. Interviews

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with children are designed to obtain their perspectives on the program services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights.

Summary of Findings

Generally, the Agency is providing the services as outlined in their Program Statement. The Agency needs to address several deficient areas.

Main Campus Group Home needs to repair or replace the bathroom floors, clean the living room floors, kitchen stove tops and the carpet and bedroom windows in Fox and Gregory cottages. The bedroom wall in Fox cottage and the closet and light fixtures in Kingsley cottage also need cleaning.

Additionally, the Group Home needs to maintain current Needs and Services Plans that are comprehensive and include short and long term goals. The Group Home also needs to provide children with the required minimum weekly allowance and encourage and assist children in maintaining photo albums/life books.

Attached is a detailed report of the review.

Review of Report

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me or have your staff contact Don Chadwick at (626) 293-1102.

JTM:DC:CC:gfw

Attachments

c: William T Fujioka, Chief Executive Officer
Patricia S. Ploehn, Director, DCFS
Susan Kerr, Chief Deputy Director, DCFS
Robert B. Taylor, Chief Probation Officer
Al Mason, Executive Director, McKinley Children's Center
Public Information Office
Audit Committee

**McKinley Children's Center
Main Campus Group Home
San Dimas, California 91773
License Number: 191502075
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Main Campus Group Home is a large campus located in a residential community. The living quarters are divided into six cottages. The exterior of the buildings and the grounds are adequately maintained.

Generally, common quarters are neat. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the living room floors in all six cottages and the kitchen stove tops and the hallway carpet in Fox and Gregory cottages are dirty. The bathroom floors are worn and dirty.

Overall, the children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

However, the bedroom windows in Fox and Gregory cottages are dirty and the carpet is dirty and stained in one of the bedrooms in Gregory cottage. In Fox cottage, there is a paint stain on a bedroom wall. Kingsley cottage has writing in the closet and on the light fixtures in one of the bedrooms.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV, a DVD player, books and a computer with a variety of programs.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

1. McKinley management:

- a. Clean the living room floors.**
- b. Repair or replace the bathroom floors.**

- c. Clean the kitchen stove tops.
- d. Clean the carpet in Fox and Gregory Cottages.
- e. Clean the bedroom windows in Fox and Gregory Cottages.
- f. Clean the bedroom wall in Fox Cottage.
- g. Clean the bedroom closet and light fixtures in Kingsley Cottage.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Six

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. However, the NSPs are not current, comprehensive and do not include short and long term goals for all children.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendations

2. McKinley management:

- a. Maintain current Needs and Services Plans for all children.
- b. Develop comprehensive Needs and Services Plans that are specific, measurable, attainable, realistic, time limited and include short and long term goals for all children.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Six

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

There are no recommendations for this section.

IV. Recreation and Activities**Method of assessment – Review of relevant documents and interviews**

Sample size: Six

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendation

There are no recommendations for this section.

V. Psychotropic Medication**Method of assessment – Review of relevant documents****Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendation

There are no recommendations for this section.

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: Six

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental and psychiatric care.

Recommendation

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Six

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowance as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items. However, children are not encouraged or assisted in creating and maintaining photo albums/life books.

Recommendations

3. McKinley management:

- a. Provide children with the required minimum weekly allowance.**
- b. Encourage and assist children in creating and maintaining photo albums/life books.**



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August 20, 2007

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CANDACE RHUE, GROUP HOME AUDIT SUPERVISOR
DEPARTMENT OF AUDITOR-CONTROLLER, KENNETH HAIN HALL OF ADMINISTRATION
500 West Temple Street, Room 515-A
Los Angeles, CA 90012-2766

RE: CORRECTIVE ACTION PLAN-MCKINLEY CHILDREN'S CENTER

Dear Ms. Rhue:

In response to the findings, dated 5/22/2007 for the Group Home Audit, please accept the following Corrective Action Plan for each recommendation noted.

I. Facility and Environment

The living room floors, kitchen stove tops, carpet in Fox and Kingsley Cottage, the bedroom windows in Fox and Gregory Cottage, the bedroom wall in Fox Cottage, and the bedroom closet and light fixtures in Kingsley Cottage were cleaned by the maintenance department and/or janitorial staff 4/26/2007 and 5/30/2007. Repair of the bathroom floors will begin September 5, 2007. Pictures will be sent upon completion of the repair.

The agency will ensure the deficiency does not occur again by utilizing a daily janitorial service that cleans the cottages. In addition, the janitorial service will provide quarterly deep cleaning of the cottages, to include the maintenance of the bathroom floors.

The corrective action plan regarding the cleaning of living room floors, kitchen stove tops, bedroom windows, bedroom wall, bedroom closet, and light fixtures in the above mentioned cottages was corrected and implemented by maintenance staff under the supervision of the Facilities Supervisor. The continued monitoring of the corrective action plan will be under the direction and supervision of the Facilities Director.

II. Program Services

- a. **Maintain current Needs and Service Plans for all children:** Implemented immediately. All clinicians and Mental Health Rehabilitation Specialists have been instructed to submit all past due Needs and Service Plans for all children on their caseload. All past due Needs and Service Plans are current and in the client charts.
Needs and Service Plans will be tracked by the Residential Office Assistant to ensure timely submission, under the supervision of the Director of Residential Services and the Clinical Supervisor.
- b. **Develop comprehensive Needs and Service Plan that are specific, measurable, attainable, realistic, time limited, and includes short and long term goals for all children:** The corrective action plan was implemented by Executive Director of Treatment and Director of Residential. A training was conducted on developing needs and service plans that are specific, measurable, attainable, realistic, time limited, and includes short and long term goals.



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The Director of Residential Treatment and the Clinical Supervisor will review the Needs and Service Plans to ensure that the content reflects specific short and long term goals that are measurable, attainable, realistic, and time limited. Trainings will be conducted quarterly to review the requirements for Needs and Service Plans. The agency will also be utilizing the Uniform Needs and Service Plan developed by Out of Home Care Management.

III. Clothing and Allowance

- a. **Provide children with the required minimum weekly allowance:** Implemented immediately. During a Unit Manager meeting on 5/24/2007, a review of the policy and procedure for allowance distribution was reviewed. Unit Manager's will be keeping accurate records of weekly allowance distribution in a binder located in the cottages.

The Director of Residential will review allowance distributions weekly to ensure that children are receiving the minimum weekly allowance.

- b. **Encourage and assist children in creating and maintaining photo albums/life books:** Implemented immediately. Life books and life book materials were purchased for each cottage. Children are currently participating in weekly life book classes.

The Unit Manager for each cottage will ensure that life book classes are occurring on a weekly basis. Life Book class will be on the residential weekly activity schedule.

Thank you for your review of this CAP, Please do not hesitate to call me if you have any questions.

Sincerely,

Stacy Duruaku, LMFT
McKinley Children's Center
Director of Residential Treatment
909-599-1227 ext. 2525